

Maine SAT School Day Implementation FAQs

Developed by College Board

Do we have to register students with voucher codes?

Students will not need to register themselves for the SAT. Maine DOE will register students directly with the College Board via a bulk registration process. Schools participating in SAT School Day will PRE-ID students. School must also ensure that accommodations are requested for students through the College Board SSD Online system.

What is the latest time we can begin the SAT on testing day?

According to our sample schedule, testing begins at 8:30AM. However, schools are able to adjust that time by up to 30 minutes. If they need to adjust the time by more than 30 minutes, they need to contact SAT Customer Service to request approval for an alternate start time.

Will there be rostering that is required to be done prior to test day? If so, is that only for students testing with accommodations or for all testers and for students testing offsite?

The College Board provides separate rosters of students who are testing. The SOAR is the standard roster for all students testing without accommodations. Students with accommodations will not appear on the Test Center Supervisor's roster; rather, the SSD Coordinator will receive a separate roster for all students with accommodations, referred to as the Nonstandard Administration Report (NAR). The SSD Coordinator can access this roster at any time through the SSD online dashboard. The College Board will send all test center supervisors and SSD Coordinators instructions for accessing the rosters as soon as the registration process is complete (Mid-March). Students testing offsite will appear on the schools' Counselor's Roster. This roster shows where students mapped to the school's AI code are testing, regardless of test center location.

Is our AI code the same as our CEEB code?

Yes, the AI Code and the CEEB Code are the same code. However, the Test Center Number is a separate code.

When will the students' admission tickets be mailed to the schools?

Admissions tickets will be mailed to both schools and students (one copy each) in late March. The admissions ticket number will also be on the test center rosters.

How does DOE identify 3rd year high school students? What about new students who move into the school?

The DOE is identifying all students in the state information system at the beginning of March. Students that are not included in the registration, for any reason, can still test. These students will be required to fill out the paper registration materials on test day.

Will schools receive additional standby registration forms?

Yes, schools will receive additional paper registration forms and standard test booklets. These additional materials can be used for any homeschooled students, transfer students or students who missed the online registration deadline, who are testing without accommodations.

Will students need to create College Board accounts prior to taking the School Day SAT?

It is not required for students to create College Board accounts, but this is still a best practice. All students that have taken the PSAT/NMSQT in the past will already have accounts. Other students can create an account before, or after, testing and link their SAT School Day registration using the admission ticket code or by calling customer service (866-756-7346).

What type of calculator is allowed for accommodated testing? It seems that a 4-function calculator (ONLY) is required. Where does one obtain this type of 4- function calculator?

Some students with disabilities may be approved for the use of a 4-function calculator for test sections that do not permit the use of a calculator. On these math sections, the approved students may use only a 4-function calculator. 4-function calculators can be found in office supply stores, pharmacies, discount stores, and online. On test sections which do permit the use of calculators, graphing calculators are permitted. Information about supported calculators will be in the supervisor manual and can also be found at <https://collegereadiness.collegeboard.org/sat/taking-the-test/calculator-policy>.

In regards to the point about test day staff with immediate family members taking the test on the same date, does this mean the Test Center Supervisor cannot participate or just proctors?

Staff with immediate family members taking the test should not participate in any capacity. If this is not possible, calling the SAT School Day Customer Service team before testing is required (855-373-6387 or SATSchoolDaySupport@collegeboard.org).

How do students add free score sends to their registration if we are not registering them? Can we go in and help them all make accounts? How early can we do this?

Students' registrations by the state will be matched, if possible, with existing accounts. When this works, students will get an email from College Board alerting them that they have been registered for the test.

- If students have an account that is not matched (creating a second account), they can call customer service and merge those accounts (866-756-7346)*
- If students don't have a CB account, they will be able to link to their test (using the admissions ticket number) once they create an account.*

As soon as they are registered for the test, and up to 9 days after testing (11:59 PM on April 21, 2016), students can choose to have their scores sent to 4 colleges for free. They do this through their collegeboard.com account. After this window, students and families can send scores to colleges at any time for a fee. Registration will happen in Mid-March. Test Center Supervisors, SSD Coordinators, and students will be alerted when this process is complete.

What is the expiration date of the April SAT School Day fee waiver codes?

Codes must be entered by December 31, 2016. However, the benefits from a student's fee waiver will last through the student's expected high school graduation date.

When will students' results be available from the April SAT School Day administration?

Student score reports will be available beginning May 18. Students testing on the make-up date or delayed for other reasons will receive score reports by June 15.

Can an educator serve as both the SSD Coordinator and the Test Center Supervisor?

We strongly recommend that schools have two different people serve in the roles of Test Center Supervisor and SSD coordinator. Because these two people oversee testing for different groups of test takers on test day, administrations run most smoothly when there is one person dedicated to the administration of the test for each group. However, in very small environments, if it cannot be prevented, the same person can serve in both roles.

Is Test Center Supervisor and Associate Supervisor training required, and by when does the training need to be completed?

Test Center Supervisor training (approximately 45 minutes) for SAT School Day, and the Associate Supervisor training (approximately 25 mins) are both active. If you are the Test Center Supervisor, you should have received a unique URL to the training. The Test Center Supervisor can invite the Associate Supervisor to complete the training through a link in the module, entitled, "Share Training with Your Staff". Both new and previous Test Center Supervisors and Associate Supervisors are required to complete the training for this year, since it is a new assessment. After this administration, only new supervisor and associates will need to complete the training, unless there are changes to the assessment. The online training for Test Center Supervisors needs to be completed by March 30.

Accommodations**Do SSD Coordinators also need to complete training?**

Trainings are also mandatory for SSD Coordinators, and schools do need to make sure that all staff are trained to avoid misadministration and irregularities. The College Board [SSD Online](#) contains useful resources for testing students with accommodations. There you can find the recorded webinar that is specific to testing students with accommodations, as well as any changes for the 2015-2016 school year.

If a student is approved to test over multiple days and starts the test on April 12th, but is absent on the 13th, can they finish the SAT on the next day they return to school?

If a student is testing over two days due to extended time, they must test on consecutive days. Therefore, if they miss a day of testing, they must be rescheduled to take the test on the makeup day. The only exception is if no one tests due to a school closing for some reason. To confirm any specific scenarios to ensure valid testing, please contact Services for Students with Disabilities (SSD) at 844-255-7728.

Could you clarify whether students with medical conditions test in the standard or nonstandard room?

Students who are approved for the accommodation of permission to test blood sugar will test in the nonstandard room. Permission to test blood sugar, without any other accommodations, allows the student to bring their equipment into the test room and test their blood sugar, but does not provide any additional breaks.

However, most students who need to test blood sugar are also approved for the accommodation of extra or extended breaks. Having this accommodation would also place them in the nonstandard room.

If the student is approved only for the accommodation of permission for food/medication (and not for permission to test blood sugar), the student would test in the standard room.

For students who have temporary conditions, what is the process to request accommodations?

If the condition is expected to be resolved by the makeup date, we recommend planning for the student to test on the makeup date. If not, you should complete the Request for Temporary Assistance form from our website.

If a student was approved for extra time as an accommodation for fall PSAT/NMSQT, but they do not want to use that accommodation for SAT testing, what is the process?

Students who received accommodations for PSAT/NMSQT will automatically receive the same accommodation for SAT. If they wish to take the SAT without their accommodation, they have two options:

- 1. Submit an Accommodations Change Request, requesting that the accommodation be removed*
- 2. Submit a signed notice to their school/test center indicating that they do not wish to test with accommodations*

**For students under age 18, the notices must be signed by their parents or guardians.*

Once accommodations are approved, are those materials ordered with other students' materials, or do they need to be ordered separately?

Accommodated materials will not need to be ordered separately. The College Board will derive the materials needed from the approved accommodations requests from the SSD Online system and the students Pre-ID's in the Secure Site.

Do parents have to sign the parental consent form for College Board accommodations every year?

No, the parent/guardian only needs to sign the consent form at the time that accommodations are initially requested.

Who decides whether a student receives accommodations for testing, and what are their qualifications?

The majority of accommodation requests are approved automatically, through the school-verification process, without the need for documentation. Where documentation review is needed, requests may be reviewed by internal or external reviewers, who are specialists in the discipline for which they are reviewing. Our national panel of experts is composed of individuals involved in higher education, secondary education and private practitioners. At the higher education level, all members hold doctorates in School Psychology, Clinical Psychology, or Special Education and work either as fulltime professors and/or researchers or directors of the

Disability Support Services Programs. At the secondary education level, all members hold doctorates or master's degrees in School Psychology, Clinical Psychology, or Special Education and working as fulltime school psychologists or in Special Education. Private practitioners hold doctorates or master's degrees in School Psychology or Clinical Psychology and conduct psychoeducational assessments.

Will documentation be required when submitting State Allowed Accommodations for English Language Learners?

Accommodations requests for ELL students are considered a State Allowed Accommodation (SAA). SAA requests will be submitted through the SSD Online system by using the State Allowed Accommodations Dashboard. Documentation will not be required for approval.

When the SAT was previously used as Maine's high school accountability assessment, students testing with State Allowed Accommodations (MPOs) were allowed a two week testing window. Do we have any insight as to why this is no longer an option?

In the past, Maine students testing with State Allowed Accommodations (SAA/MPO) used a different test form for the SAT. In the first year of the new SAT, we do not have this option available.

What is the start date for entering State Allowed Accommodation requests?

The State Allowed Accommodations portal should be available through the SSD Online system on or about February 29. March 28th is the final date to enter accommodations before test materials are shipped to schools.

Can 50% extended time with breaks be done over multiple days?

Extended time accommodations will be requested based on the subject areas for which it is needed. Students who are approved for the 50% extended time accommodation on the Math Section or Essay Section only will be required to test on one day. Students who are approved for extended time in reading will receive extended time for the entire test, and for the SAT school-day administration will take the test over two consecutive days.

What are the guidelines for grouping accommodated students with similar timing codes and those with a reader script that should be followed in order to plan staffing needs?

Test center rosters will designate the rooms in which students with school-based accommodations should test. For planning purposes, generally speaking, students who have test schedules that would distract each other should not test in the same room. For example, students who are approved only for accommodations that do not require extended time or extra breaks should test in one room, students who are approved for extra breaks only (and not extended time) should test in a different room, and students who are approved for extended time should test in a third. (A school may not have students in all categories). Please note that students who are approved for extended time, and students who are approved for both extended time and extra breaks, may test in the same test room because all students who are approved for extended time will also receive extra breaks. Students who are approved for a reader should test in a 1:1 setting.

Student Data Questionnaire (SDQ)

When should the SAT student data questionnaire (SDQ) be completed?

The SDQ may not be distributed to students unless the student has returned a signed Informed Parental Consent form. Ideally, SDQs would be completed in advance of test day; however, it is acceptable if students complete them afterwards, if needed. The SDQs do not impact students' test scores or reporting. Schools should only return SDQ forms; Informed Parental Consent forms must remain on file at the school/district level.

Students without consent should be encouraged to discuss the opportunities provided by the SDQ with their parents/guardians and complete the SDQ through their online accounts after testing, if they wish to participate.

Will the SAT answer document take extra time to fill out prior to the test?

The answer sheet does not include the SDQ section, so no extra time is required for students to fill-in before testing.

Is the student data questionnaire (SDQ) a self-directed activity? Or will the teacher help complete and need training?

The SDQ is intended to be a self-directed activity; however, some assistance may be required. The College Board provides an information booklet to assist in completing the SDQ. Additional training is not required. Again, the SDQ may not be distributed to any students unless the student has returned a signed Informed Parental Consent form.

Does the student data questionnaire (SDQ) provide space for the school to ask a few survey questions?

No, the form does not include any blank spaces for school use.

May schools hold onto unused student data questionnaires (SDQ) to allow students who were absent to complete?

Yes, schools can return SDQs to the address provided once all questionnaires are completed. However, do not return the Informed Parental Consent forms; these must remain on file at the school or district level.

Can students opt-in or opt-out of Student Search Service at any time?

If a student has previously taken a College Board assessment, they may already have opted-in to the Student Search Service. However, students can opt-in or opt-out at any time through their College Board account. While Student Search Service is an optional program, it is recommended that students opt-in to learn more about educational and financial aid opportunities from more than 1,200 colleges, universities, scholarship programs and educational organizations.

SAT School Day Important Contacts

Test Center Supervisors, SSD Coordinators, and Educators

- SAT School Day Customer Support: 855-373-6387 or SATSchoolDaySupport@collegeboard.org
- ETS Test Administration Support: 800-257-5123 or tas@ets.org
(TAS – for test day items, rosters, test material issues)
- SSD Support: 844-255-7728 or ssd@info.collegeboard.org
(help with submitting approvals or checking approval status)

- SAT Counselor Hotline: 888-SAT-HELP(728-4357)

Students and Parents (registration, online account questions)

- Customer Service Support: 866-756-7346
- SSD Support and Questions: 212-713-8333